

Baraboo Community Development Authority  
Minutes of the Monthly Meeting  
Tuesday, February 4, 2020

The meeting was called to order by Chairperson Wastlund at 7:04 p.m. in Community Room, Corson Square Apartments, 920 Tenth Ave., Baraboo, WI 53913

**I/II. Call to Order/Roll Call**

Present: Wastlund, Fordham, Koehler, Bobholz, Kierzek, Petty, Skare  
Absent: None  
Staff: Patrick Cannon

**III. Note of Compliance with Open Meeting Laws**

The Chair noted that the agenda was posted in compliance with the Wisconsin State Statutes.

**IV. Approval of Agenda**

A motion was made to approve the agenda as presented.

Petty (1); Kierzek (2)

Aye: All via voice vote

Nay: None

**V. Approval of Minutes**

A motion was made to approve the meeting minutes for January 7, 2020.

Petty (1); Bobholz (2)

Aye: All via voice vote

Nay: None

**VI. Announcement of Public Events**

The Department of Revenue held a presentation on February 4, 2020.

**VII. Public Comment**

None

**VIII. Receipt of Financial Statements and Approval of Vouchers**

a. November 30, 2019 to December 31, 2019 Vouchers

b. Financial Statements - November, 2019

c. Vacancy Report

d. Outstanding Loan Report

e. Bank Balances

A motion was made to approve the vouchers from January 1, 2020 to January 31, 2020 as presented.

Fordham (1); Koehler (2)

Aye: All via voice vote

Nay: None

**IX. Executive Report**

The report was included in the packet.

**X. Committee Reports**

**A. BEDC**

Did not meet in January due to lack of quorum

**B. Executive Committee**

Met earlier this evening to discuss:

- Pet Policy
- Physical Needs Assessment contract

**C. Finance**

Has not met

**D. Loan Review Committee**

Met earlier this evening to discuss a loan request

**XI. Old Business**

**1. Update on CDA Projects**

**i. Web Site**

No action has been taken.

**2. Consideration and discussion of HUD related funding options for Corson Square**

Staff reviewed a recent presentation by HUD as to our funding options. No action was taken

**XII. New Business**

**1. Consideration and discussion of a proposed contract for Physical Needs Assessment for both CDA Facilities**

Staff noted that a Physical Needs Assessment is required every 5 years by HUD. The last report for the CDA was 7 years ago. A proposal was received from MSA Professional Services to complete the assessment. It was noted that they had previously completed these reports for the CDA. Therefore, Staff recommended that the contract be awarded to MSA Professional Services to complete the Assessment.

After careful review, the Board moved to accept the recommendation from the Executive Committee to award the contract to MSA Professional Services for \$6,400.00

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Motion:

To award the contract for the Physical Needs Assessment to MSA Professional Services for \$6,400.

Fordham (1); No second required

Aye: Six Members via voice vote

Nay: None

Abstain: Wastlund

**2. Consideration and discussion of proposed changes to the Pet Policy**

It was noted that the Executive Committee had not completed a full review of the policy. Therefore, no action is warranted.

- 3.** Adjourn into closed session per Wisconsin State Statute 19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- i. Consideration and discussion of an Economic Development Fund Loan request

1. Al. Ringling Brewing Company

The Board elected not to adjourn into closed session but rather acted upon the recommendation of the Loan Review Committee

Motion: To award an Economic Development Loan to the Al. Ringling Brewing Company in the amount of \$100,000. The interest rate is 4% and the loan will be amortized over 20 years. The Applicant may also defer payments for the initial 12 months.

Fordham (1); No second required

Aye: All via voice vote

Nay: None

**XIII. Board Member Comments**

None

**XIV. Public Comment**

None

**XV. Adjournment**

Motion:

To adjourn the meeting at 8:00 pm

Petty (1); Skare (2)

Aye: All via voice vote

Nay: None

Minutes were approved by the Community Development Authority on:

Carolyn Wastlund, Chairperson

Patrick Cannon, Recorder